

October 22, 2009

ADDENDUM #1 TO
MONTANA DEPARTMENT OF TRANSPORTATION
INVITATION FOR BID
#HWY-309338-RP

The purpose of this addendum is for the clarification of the cleaning schedule requirements for the Columbus Rest Area Maintenance.

Replace the Rest Area Maintenance Checklist, Exhibit IV with the attached sheet.

All other terms, conditions, specifications and incidentals shall remain the same as originally stated in Invitation for Bid #HWY-309338-RP.

ADDENDUM ACKNOWLEDGEMENT:

_____ (Vendor Signature)

_____ (Date)

hereby acknowledge that I have received a copy of Addendum #1.

A copy of this signed addendum **MUST** be included with your bid response. Failure to include a copy of this addendum with your response will result in disqualification of your response.

MDT attempts to provide accommodations for any known disability that may interfere with a person participating in any service, program or activity of the Department. Alternative accessible formats of this information will be provided upon request. For further information call Richele Parkhurst at (406) 657-0274 Voice or 1-800-335-7592 TTY or TTY (406) 444-7696.

REST AREA MAINTENANCE CHECK LIST**EXHIBIT IV**

Frequency Key: Low Use Period(s) Spring, Fall, Winter
 High Use Period(s)..... Summer & Holidays

Fall: September 15th to December 15th
 Winter: December 15th to March 15th
 Spring: March 15th to Memorial Day Weekend
 Summer: Memorial Day Weekend to September 15th

D = daily W = weekly M = monthly Y = yearly
 D2 = 2 x day W2 = 2 x week M2 = 2 x month Y2 = 2 x year
 D3 = 3 X day W3 = 3 x week A = as needed NA = not applicable

Example: Clean Sinks D2/A translates to twice per day or more as needed Frequency

| Task – Facilities | Minimum Results Expected | Low Use | High Use |
|---|--|---------|----------|
| 1. <u>Driveways - Parking Lots</u> Pickup and dispose of all litter. Sweep and clean curbs and gutters. | Parking lots and driveways shall be clean of all debris and litter. Curbs and gutters must be clean. | D/3A | D/3 |
| 2. <u>Side Walks</u> Sweep and clean sidewalks. Wash off spilled food, drinks, dirt, sand. Remove snow and ice. | Sidewalks shall be clean of all spills, dust, dirt, sand and of all snow or ice. | D/3A | D/3 |
| 3. <u>Garbage Containers</u> Check and replace garbage bags to prevent overflow or unsanitary conditions. Check and clean garbage container and lids. | All garbage containers shall be maintained clean and free of dirt and grime. All garbage bags shall be replaced as often as necessary to prevent overflow. | D/3A | D/3 |
| 4. <u>Lawn –Trees - Shrubs</u> Mow and edge the grassy area. Maintain lawn between 2 and 4 inches in height. Fertilize lawns and trees/shrubs as scheduled. Control undesirable weeds in lawns and/or other areas as required. Prune trees and shrubs as required. Edge lawns, curbs and sidewalks as required. Ensure irrigation system is functioning and timed appropriately to maintain lawn, shrubs, and trees. | All lawns, trees/shrubs and landscaped areas shall have a neat, healthy and well-maintained appearance. All debris, trash and litter in these areas will be picked up at all times and disposed of. All trees and shrubs shall be healthy and well maintained and not suffer from insect and disease damage. | W/A | W/A |
| 5. <u>Natural Areas</u> Clean up and remove all litter and trash and dispose. | Native characteristics shall be preserved and enhanced. Area must be litter and trash free. Wild flower beds and area shall be preserved and maintained to enhance the rest area. | A | A |
| 6. <u>Pet Areas</u> Pick up and dispose of all pet litter and trash. Trim excessive growth as required. | Pet areas shall be neat and clean and be free of excessive vegetative growth and free of any litter and trash. | D3/A | D/3 |
| 7. <u>Building Exterior</u> Clean walls, doors, entryway, and windows. Sweep down cobwebs. Remove graffiti. Keep gutters free of debris, leaves and needles. | Clean and neat appearing building exterior free of cobwebs, dirt and grime. | W/A | W/A |

| Task – Facilities | Minimum Results Expected | Low Use | High Use |
|---|---|---------|----------|
| <u>8. Picnic Tables – Arbors</u> Clean and scrub all tabletops and benches with soap and water that will clean and sanitize. Wash walls and post as required. Wipe dry. Remove or paint over all graffiti immediately. | All picnic tables, arbors and floors shall be neat, clean and the area free of trash and litter. Cobwebs shall be removed. No graffiti will be visible. | D3/A | D/3 |
| <u>9. Information Signs/Kiosk</u> Wipe clean Kiosk and Counters. Pick up and dispose of all trash and litter. Clean wooden benches with soap and water. Rinse and wipe them dry. | Information signs and Kiosk must be clean and free of cobwebs, litter and graffiti. All frames and displays must be in good shape. Report if displays need attention or repair. | A | A |
| <u>10. Building Interior/ Foyer</u> Sweep and mop area. Wash and scrub with soap and water or appropriate cleaner. Sweep down all cobwebs. Remove or paint all graffiti immediately. Clean entire drinking fountain with antibacterial disinfectant. Rinse and wipe dry. Check faucet for leaks and proper operation. | Foyer area is clean for public use. Clean and sanitary drinking fountain that operates properly. Walls and ceilings, especially in the corners, shall be free of cobwebs, dirt, grime and graffiti. All lights are clean and operational. | D/3 | D/3 |
| <u>11. Restrooms Floors, and. Partitions</u> Mop floor with a high strength detergent. Clean all partition walls with a disinfectant cleaner and wipe dry. Remove and/or paint over all graffiti. Make sure doors operate and lock properly. Make sure had dryer are operational. Check to make sure partitions are sturdy and not damaged. Remove graffiti. | Restroom floors are clean and sanitized. Clean and well maintained partitions that are free of dirt, grime and graffiti with doors and all fixtures operate properly. | D/3 | D/3 |
| <u>12. Urinals/ Toilet Stools</u> Clean and thoroughly scrub with high-strength detergent containing a deodorant and anti-bacterial agent. Rinse with clean water and wipe dry. Check to see if urinals and toilets flush properly. Check and replace odor blocks. Check to make sure adequate supplies of toilet paper and toilet seat covers are present in the dispensers. At least one-half roll of toilet paper shall be in evidence in each stall. | All surfaces, including exterior of urinal, toilet stool and exposed plumbing, are free of dust, grime, stains, and fingerprints. Toilet paper and toilet seat covers shall be available at all times should never run out. Toilets and Urinals operate properly. | D/3 | D/3 |
| <u>13. Sinks, Counters and Baby Changers</u> Clean and thoroughly scrub with a high-strength detergent containing a deodorant and anti-bacterial agent. Rinse with clean water and wipe dry. Check to see if faucets and drain operates properly. | All surfaces, including counters surrounding the exterior of sink, shall be free of dust, grime, stains and fingerprints. Baby changers are clean and operational. Faucets and drains shall operate properly. | D/3A | D3 |
| | | | |

| Task – Facilities | Minimum Results Expected | Low Use | High Use |
|---|--|---------|----------|
| <u>14. Mirrors</u> Clean and thoroughly scrub with a high strength detergent containing a deodorant and anti-bacterial agent. Rinse and wipe dry. Remove all graffiti. | All surfaces of the mirror shall be clean, and functional, and free of dust, dirt, stain, grime and fingerprints. No graffiti will be present or visible. | D/3 | D/3 |
| <u>15. Hand Dryers/Soap Dispenser</u> Clean and thoroughly scrub with a high strength detergent containing a deodorant and anti-bacterial agent. Rinse and wipe dry. Check to see if hand dryer operates safely and properly. Check to see if soap dispenser has adequate supply of soap and operates properly. | All surfaces of the hand dryer and soap dispenser shall be clean and free of all dust, dirt, grime, stains and fingerprints. Hand dryer and soap dispenser shall operate safely and properly at all times. Soap dispenser shall have adequate supply of soap at all times. | D/3 | D/3 |
| <u>16. Restroom Deep Cleaning</u> Clean and thoroughly scrub with high pressure washer or appropriate cleaning system to deep clean and disinfect restroom interior. A high strength cleaning detergent containing a deodorant and anti-bacterial agent will be used. Rinse and dry. Check to make sure floor drains operate properly and disinfect traps. | Deep cleaning is necessary to sanitize, disinfect and thoroughly clean the rest room to prevent buildup of dirt and grime on the floors, floorboards, corners, and walls. This cleaning shall be done at low-use periods as scheduled. | M/A | M/A |
| <u>17. Heating -Air Exchange</u> Check all filters, ducts, grills, and vents to insure heating and air conditioning systems are operating properly. Oil all bearings and other moving parts as required. | Desired temperatures are 50 to 65 degrees in the winter and 65 to 80 degrees in the summer. The air exchange capacity shall meet code requirements of every 15 minutes. | W/A | W/A |
| <u>18. Rest Room - Exterior - Kiosk Lighting and Sky Lights</u> Clean all light fixtures with a damp cloth. Replace bulbs immediately when burnt out. Remove all cobwebs and dead insects, and clean lens. | All lights shall be clean, free of cobwebs and operating properly at all times. Skylights shall be free of cobwebs and dust. | W/A | W/A |
| <u>19.Cigarette Butt Receptacles</u> Clean cigarette butt receptacles. Remove and dispose of all cigarette butts and trash. Replace sand as required. | Neat and clean cigarette butt receptacles. | D3/A | D/3A |
| <u>20. Mechanical/Storage Room</u> Keep mechanical/storage room clean, organized and free of litter. Keep up-to-date MSDS sheets on all cleaning products in a visible place and easily accessible in case of emergency. Check fire extinguishers. Check first aid kit. | All mechanical/storage rooms shall be free of clutter, dirt and cobwebs. Fire extinguisher and first aid kits shall be full and ready in case of emergency. | W | W |
| | | | |

| Task – Facilities | Minimum Results Expected | Low Use | High Use |
|---|--|---------|----------|
| <u>21. Caretaker Appearance</u> The caretaker shall wear an I.D. badge, which contains Contractor and employee's name. | Caretaker and Contractor employees shall be neat and clean at all times. Employees shall be friendly and courteous to rest area users. Employees shall wear I.D. badges at all times while working within rest area complex. | D | D |
| <u>22. Record Keeping/ Daily Log</u> Keep a daily log listing activities completed. Enter unusual or required information (i.e. traffic counts, lost and found articles, accidents, vandalism). Keep the daily log in the mechanical room. | Daily logs and records shall be maintained every time cleaning activities occur. Logs will be maintained on site and be available for Department inspection. Daily sheet, logs and records shall be delivered twice a month to the Department. | D/3 | D/3 |
| <u>23. Public Telephones</u> Clean and sanitize public phones/booths once per day. Report operational problems to telephone company and Department. | All public telephones shall be neat, clean and free of stains and fingerprints. Report trouble to telephone company and Department. | N/A | N/A |
| <u>24. Irrigation System</u> Monitor and service irrigation system controllers to assure that timely and proper coverage of irrigation water is taking place. Replace and/or repair sprinkler heads and broken lines as required. | The lawn shall appear green, healthy, well kept and be irrigated on a regular basis. | W/A | W/A |